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PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 1, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2012-43

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2012 ends June 24, 2012 with payroll direct deposits and checks for the June 29, 2012 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2012 payroll transactions will be processed through LaGov HCM for the pay period ending June 24, 2012.

NOTE: The off-cycle workbench will be locked Thursday, June 28, 2012 at 2:00 p.m. and remain locked until Monday, July 2, 2012 for the fiscal year end close.

Off-cycle processing for fiscal year 2012 must be processed through the system by 2:00 p.m. Thursday, June 28, 2012. Fiscal year 2012 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 28, 2012 in order to be charged to fiscal year 2012. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2013 in AFS.

All J5 rejects in AFS for the June 29, 2012 payday and for off-cycles processed through Thursday, June 28, 2012 must be corrected (in PEND3 status) by 9:00 a.m., Friday, June 29, 2012 in order to be charged to fiscal year 2012 in AFS.

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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